CAMPUS.NET USER MANUAL

Student Features

Campus.Net is a software developed to facilitate course registration and administration at International University Bremen. Through a web interface students can access information about courses and grades and can register for and evaluate courses.

Campus.Net web address:

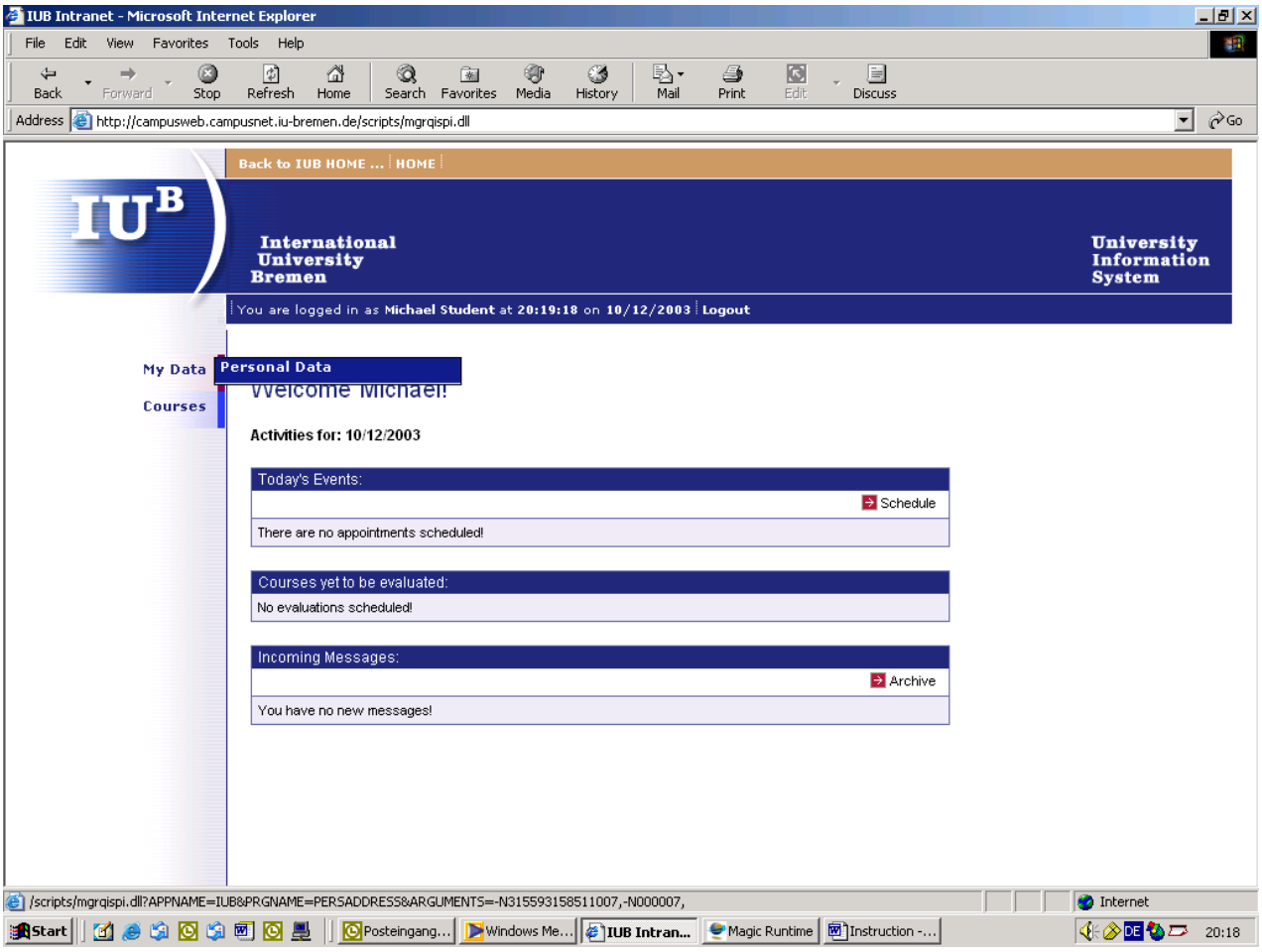
https://campusweb.iu-bremen.de

Author: Ulrike Reimer, Registrar

Date: August 12, 2004

Your Personal Information

Under My Data / Personal Data (see screenshot) you will be able to see and change personal information.

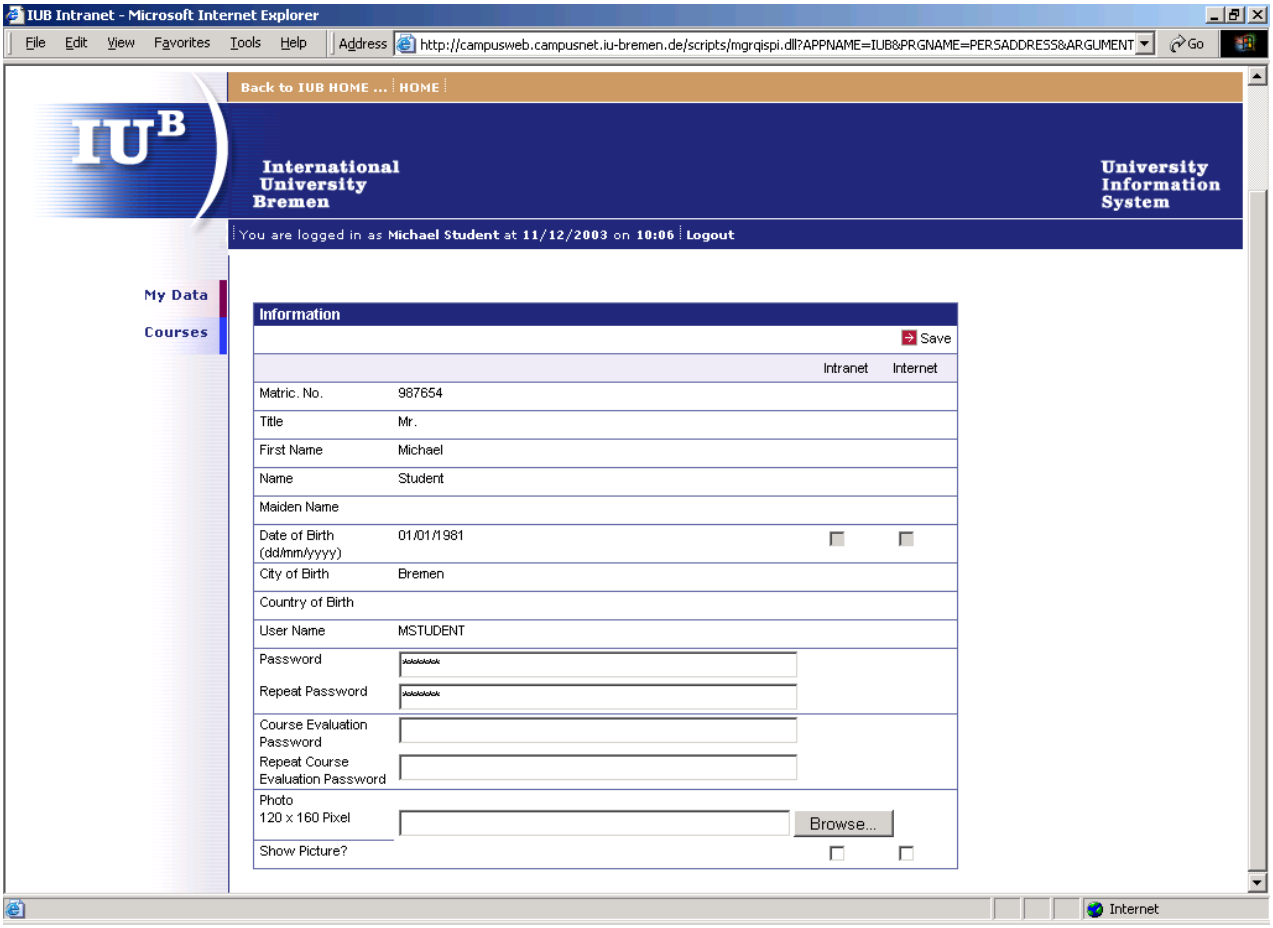


As you can see in the second screenshot, there are certain fields visible or/and changeable under ***Personal Data***, such as:

- Matriculation Number
- Title
- First Name
- Last Name
- Maiden Name
- Date of Birth
- City of Birth
- Country of Birth
- Username
- Password
- Password for Course Evaluations
- Personal Picture (when adding this, make sure to use the right size!)

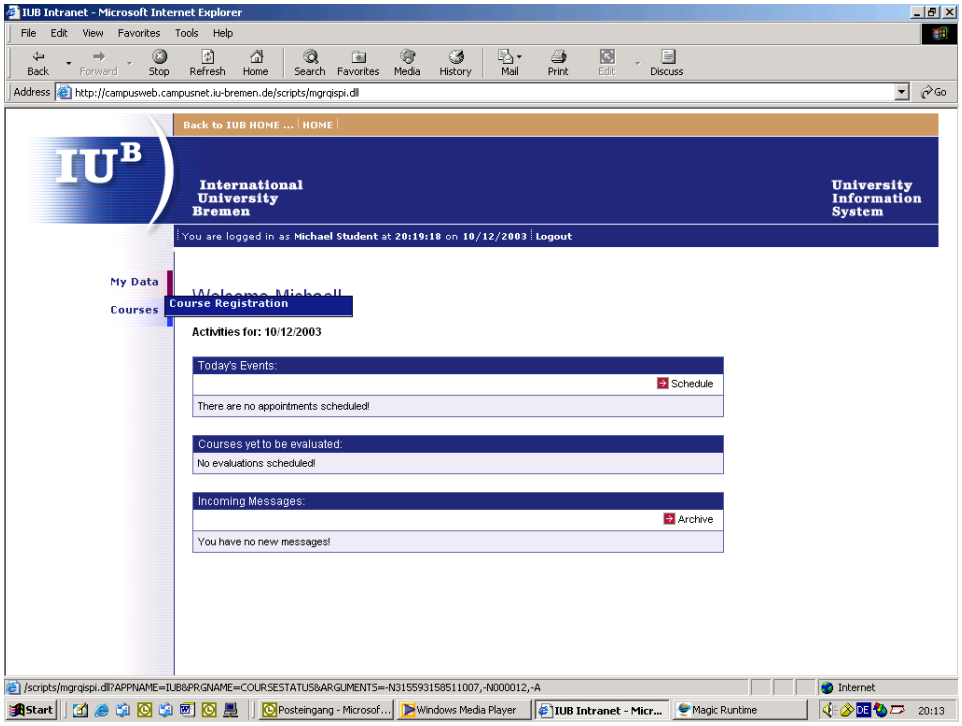
There are some functionalities under “Personal Data” that will only become relevant later in the implementation of Campus.Net. This is:

- ***Check-Boxes Intranet, Internet***. Here you can determine whether you want certain information to be visible for IUB internal people (check “intranet”) and / or external people (check “internet”)



Course Catalogue

Under Courses / Course Registration you will find the courses for registration.

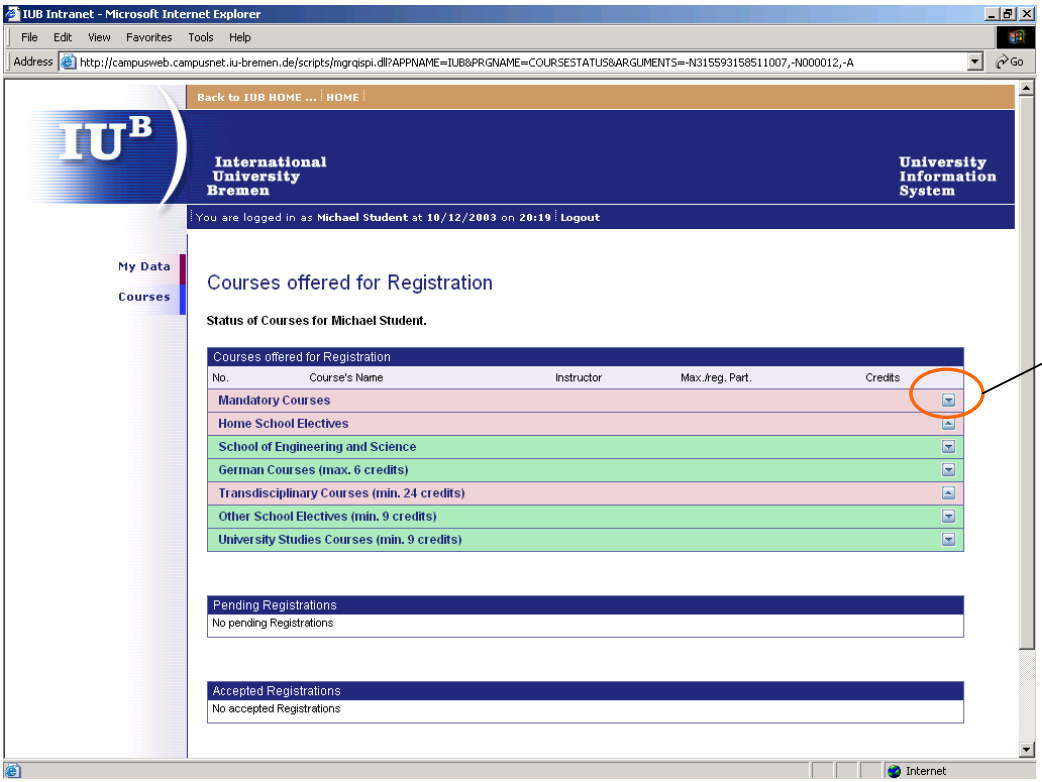


The courses are shown structured by your personal graduation requirements. The next two screenshots show the view for Engineering and Science undergraduate majors and Humanities and Social Sciences undergraduate majors.

In this area, you can click yourself through your mandatory courses, home school electives, other school electives and University Studies Courses. Just try it out !!!

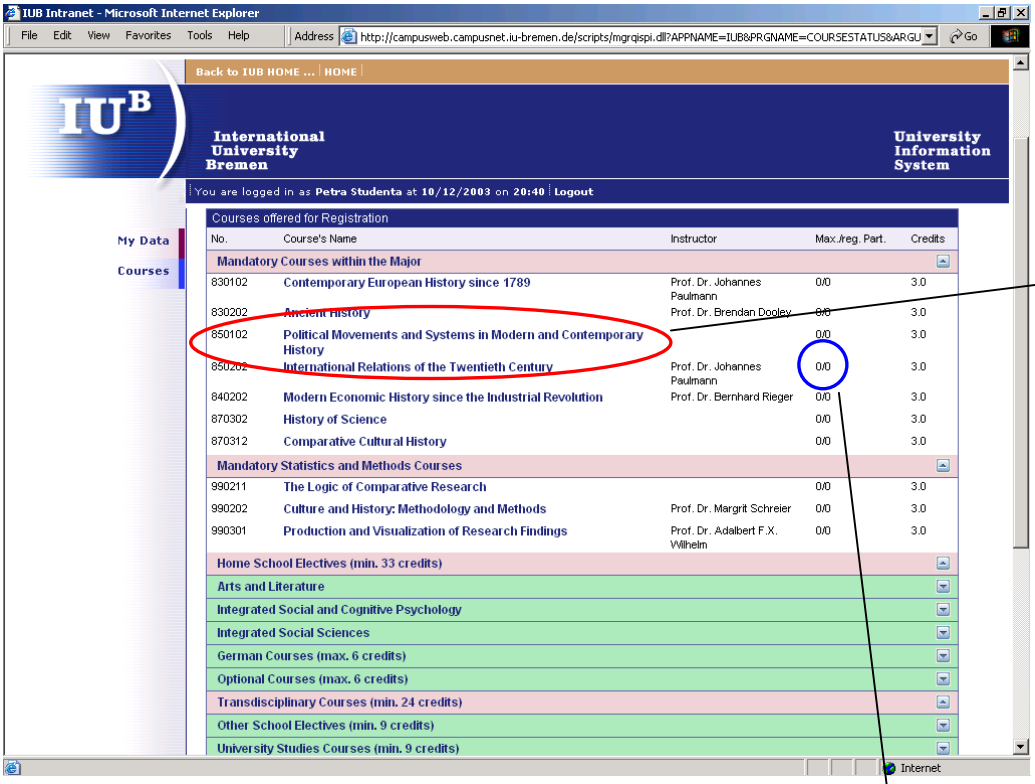
Please note that – although the graduation requirements for the individual majors and double majors are represented in Campus.Net – the only official and binding source for the graduation requirements are the handbooks and documents provided by your Schools.

School of Engineering and Science Majors


IUB Intranet - Microsoft Internet Explorer
Back to IUB HOME ... | HOME
International University Bremen
University Information System
You are logged in as Michael Student at 10/12/2003 on 20:19 | Logout
My Data
Courses
Courses offered for Registration
Status of Courses for Michael Student.
Courses offered for Registration
No. Course's Name Instructor Max./reg. Part. Credits
Mandatory Courses
Home School Electives
School of Engineering and Science
German Courses (max. 6 credits)
Transdisciplinary Courses (min. 24 credits)
Other School Electives (min. 9 credits)
University Studies Courses (min. 9 credits)
Pending Registrations
No pending Registrations
Accepted Registrations
No accepted Registrations
Internet

On the right side, you can open or close a certain area. An arrow showing downwards will open further information. An arrow showing upwards will close the related area. You may also just want to use the links behind the category titles.

School of Humanities and Social Sciences Majors


IUB Intranet - Microsoft Internet Explorer
Back to IUB HOME ... | HOME
International University Bremen
University Information System
You are logged in as Petra Studenta at 10/12/2003 on 20:40 | Logout
My Data
Courses
Courses offered for Registration
No. Course's Name Instructor Max./reg. Part. Credits
Mandatory Courses within the Major
830102 Contemporary European History since 1789 Prof. Dr. Johannes Paulmann 0/0 3.0
830202 Ancient History Prof. Dr. Brendan Dooley 0/0 3.0
850102 Political Movements and Systems in Modern and Contemporary History 0/0 3.0
850202 International Relations of the Twentieth Century Prof. Dr. Johannes Paulmann 0/0 3.0
840202 Modern Economic History since the Industrial Revolution Prof. Dr. Bernhard Rieger 0/0 3.0
870302 History of Science 0/0 3.0
870312 Comparative Cultural History 0/0 3.0
Mandatory Statistics and Methods Courses
990211 The Logic of Comparative Research 0/0 3.0
990202 Culture and History: Methodology and Methods Prof. Dr. Margrit Schreier 0/0 3.0
990301 Production and Visualization of Research Findings Prof. Dr. Adalbert F.X. Wilhelm 0/0 3.0
Home School Electives (min. 33 credits)
Arts and Literature
Integrated Social and Cognitive Psychology
Integrated Social Sciences
German Courses (max. 6 credits)
Optional Courses (max. 6 credits)
Transdisciplinary Courses (min. 24 credits)
Other School Electives (min. 9 credits)
University Studies Courses (min. 9 credits)
Internet

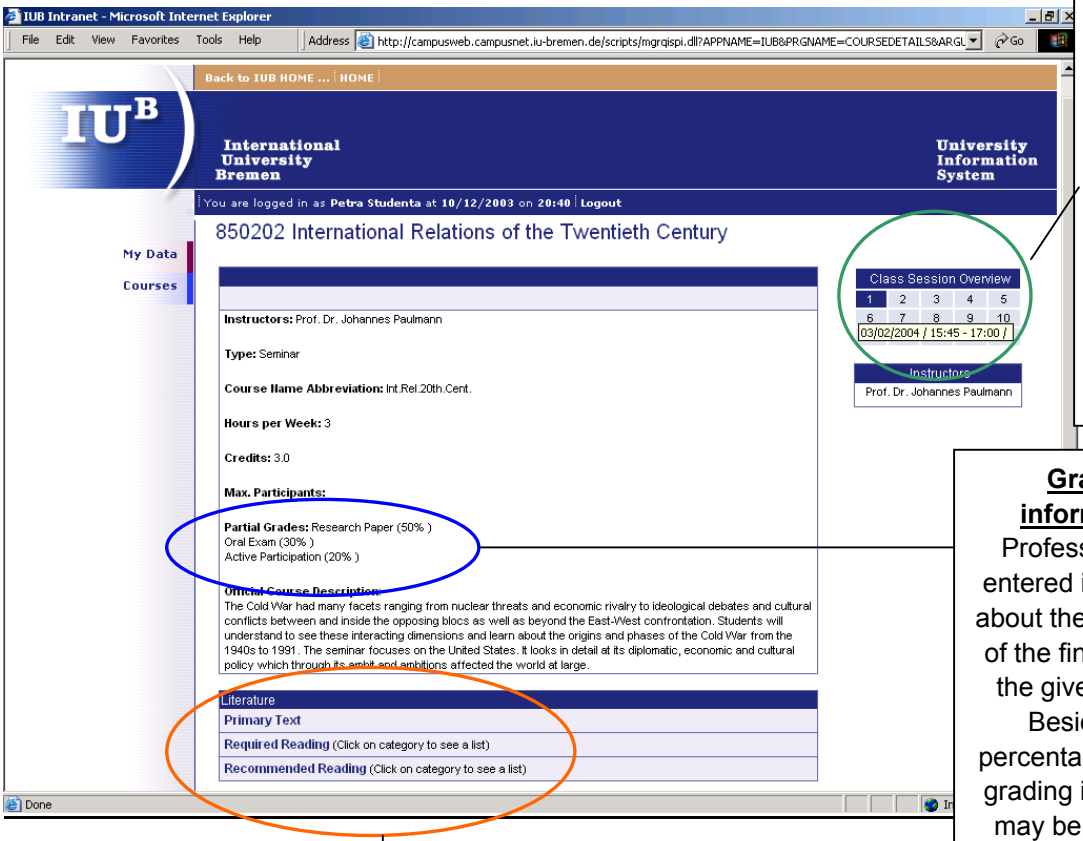
By clicking on the name of a course, **further course information** such as course description, textbooks, class meeting times, etc. will appear.

Does the course have a **maximum of participants**? You will see it here. Once registration is open, you will also be able to see how many students already registered for the course.

Course Page View

A course page would look like the following screenshot. You can see:

- The course description.
- If already available, information about the calculation of the final grade and further grading information
- Class meeting times
- Textbooks
- Further information


IUB Intranet - Microsoft Internet Explorer
Back to IUB HOME ... | HOME
International University Bremen
University Information System
You are logged in as Petra Studenta at 10/12/2003 on 20:40 | Logout
My Data
Courses
850202 International Relations of the Twentieth Century
Instructors: Prof. Dr. Johannes Paulmann
Type: Seminar
Course Name Abbreviation: Int.Rel.20th.Cent.
Hours per Week: 3
Credits: 3.0
Max. Participants:
Partial Grades: Research Paper (50%)
Oral Exam (30%)
Active Participation (20%)
Official Course Description:
The Cold War had many facets ranging from nuclear threats and economic rivalry to ideological debates and cultural conflicts between and inside the opposing blocs as well as beyond the East-West confrontation. Students will understand to see these interacting dimensions and learn about the origins and phases of the Cold War from the 1940s to 1991. The seminar focuses on the United States. It looks in detail at its diplomatic, economic and cultural policy which through its ambit and ambitions affected the world at large.
Literature
Primary Text
Required Reading (Click on category to see a list)
Recommended Reading (Click on category to see a list)
Class Session Overview
1 2 3 4 5
6 7 8 9 10
03/02/2004 / 15:45 - 17:00 /
Instructors
Prof. Dr. Johannes Paulmann
Done

Class Meeting Times:
The Class Session Overview shows the number of class sessions. Once registered for a course, the session numbers will link you to the appropriate session of the course. For class meeting times, also see the next screenshot.

Grading information:
Professors have entered information about the calculation of the final grade in the given course. Besides the percentages, further grading information may be available.

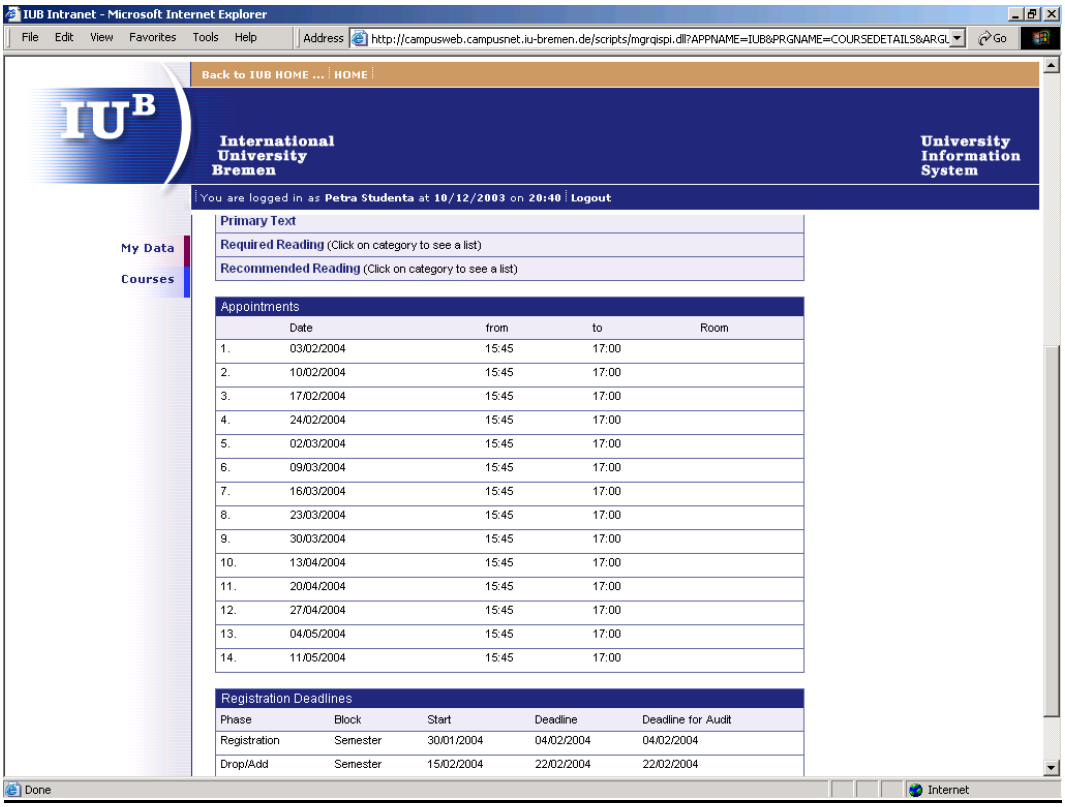
Textbooks:

Textbooks have been entered by faculty. The IRC staff is cross-checking the textbook information to make sure that the books given by professors are available on the market and to make sure that the data is correct. Any book that has been crosschecked will be published by the IRC under the appropriate category. Therefore, you should regularly check the course pages to make sure you see what textbooks you need to buy.

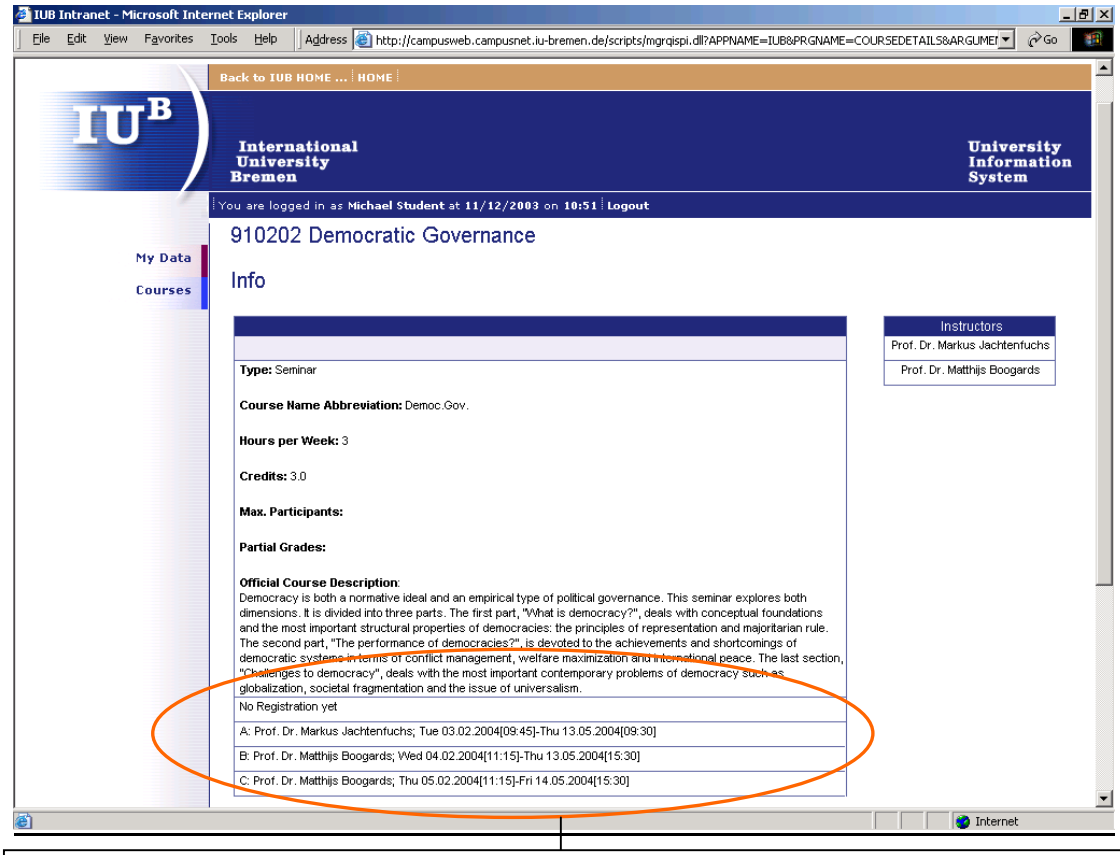
You are expected to buy primary textbooks, while required readings and recommended readings do not need to be purchased by you.

Don´t forget to order textbooks in time to make sure you have them for the beginning of the semester.

The bottom of the course page shows **class meeting times** in another format, as well as the **registration deadlines** for the given course. Please note the different deadlines for regular courses and first-year lab courses.


IUB Intranet - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://campusweb.campusnet.iu-bremen.de/scripts/mgrqispi.dll?APPNAME=IUB&PRGNAME=COURSEDETAILS&ARGL
Go
Back to IUB HOME ... | HOME
International University Bremen
University Information System
You are logged in as Petra Studenta at 10/12/2003 on 20:40 | Logout
My Data
Courses
Primary Text
Required Reading (Click on category to see a list)
Recommended Reading (Click on category to see a list)
Appointments
Date from to Room
1. 03/02/2004 15:45 17:00
2. 10/02/2004 15:45 17:00
3. 17/02/2004 15:45 17:00
4. 24/02/2004 15:45 17:00
5. 02/03/2004 15:45 17:00
6. 09/03/2004 15:45 17:00
7. 16/03/2004 15:45 17:00
8. 23/03/2004 15:45 17:00
9. 30/03/2004 15:45 17:00
10. 13/04/2004 15:45 17:00
11. 20/04/2004 15:45 17:00
12. 27/04/2004 15:45 17:00
13. 04/05/2004 15:45 17:00
14. 11/05/2004 15:45 17:00
Registration Deadlines
Phase Block Start Deadline Deadline for Audit
Registration Semester 30/01/2004 04/02/2004 04/02/2004
Drop/Add Semester 15/02/2004 22/02/2004 22/02/2004
Done
Internet

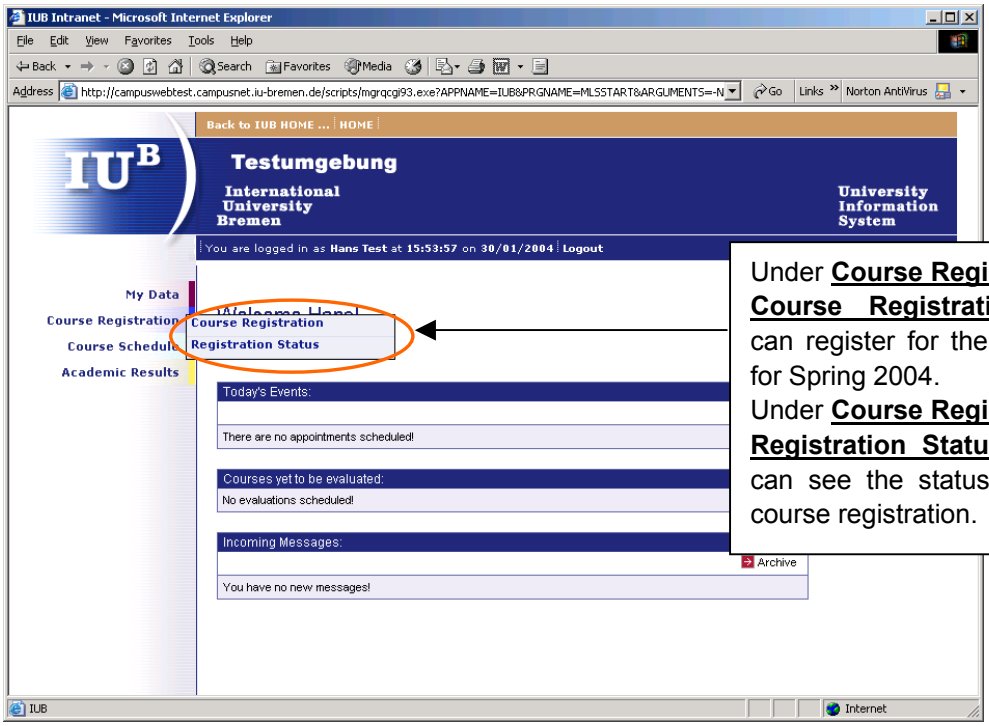
Course Page View with Sections


IUB Intranet - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://campusweb.campusnet.iu-bremen.de/scripts/mgrqispi.dll?APPNAME=IUB&PRGNAME=COURSEDETAILS&ARGUMEN
Go
Back to IUB HOME ... | HOME
International University Bremen
University Information System
You are logged in as Michael Student at 11/12/2003 on 10:51 | Logout
My Data
Courses
910202 Democratic Governance
Info
Instructors
Prof. Dr. Markus Jachtenfuchs
Prof. Dr. Matthijs Boogards
Type: Seminar
Course Name Abbreviation: Democ.Gov.
Hours per Week: 3
Credits: 3.0
Max. Participants:
Partial Grades:
Official Course Description:
Democracy is both a normative ideal and an empirical type of political governance. This seminar explores both dimensions. It is divided into three parts. The first part, "What is democracy?", deals with conceptual foundations and the most important structural properties of democracies: the principles of representation and majoritarian rule. The second part, "The performance of democracies?", is devoted to the achievements and shortcomings of democratic systems in terms of conflict management, welfare maximization and international peace. The last section, "Challenges to democracy", deals with the most important contemporary problems of democracy such as globalization, societal fragmentation and the issue of universalism.
No Registration yet
A: Prof. Dr. Markus Jachtenfuchs; Tue 03.02.2004[09:45]-Thu 13.05.2004[09:30]
B: Prof. Dr. Matthijs Boogards; Wed 04.02.2004[11:15]-Thu 13.05.2004[15:30]
C: Prof. Dr. Matthijs Boogards; Thu 05.02.2004[11:15]-Fri 14.05.2004[15:30]
Internet

Courses with several sections may have different class meeting times per section. In those cases, you will not see all class meeting times but will see the days plus starting time of the course. Once the system is open for registration, you will be able to do a ranking between the sections when registering for the course. The system will optimally distribute students to sections while considering your ranking of sections.

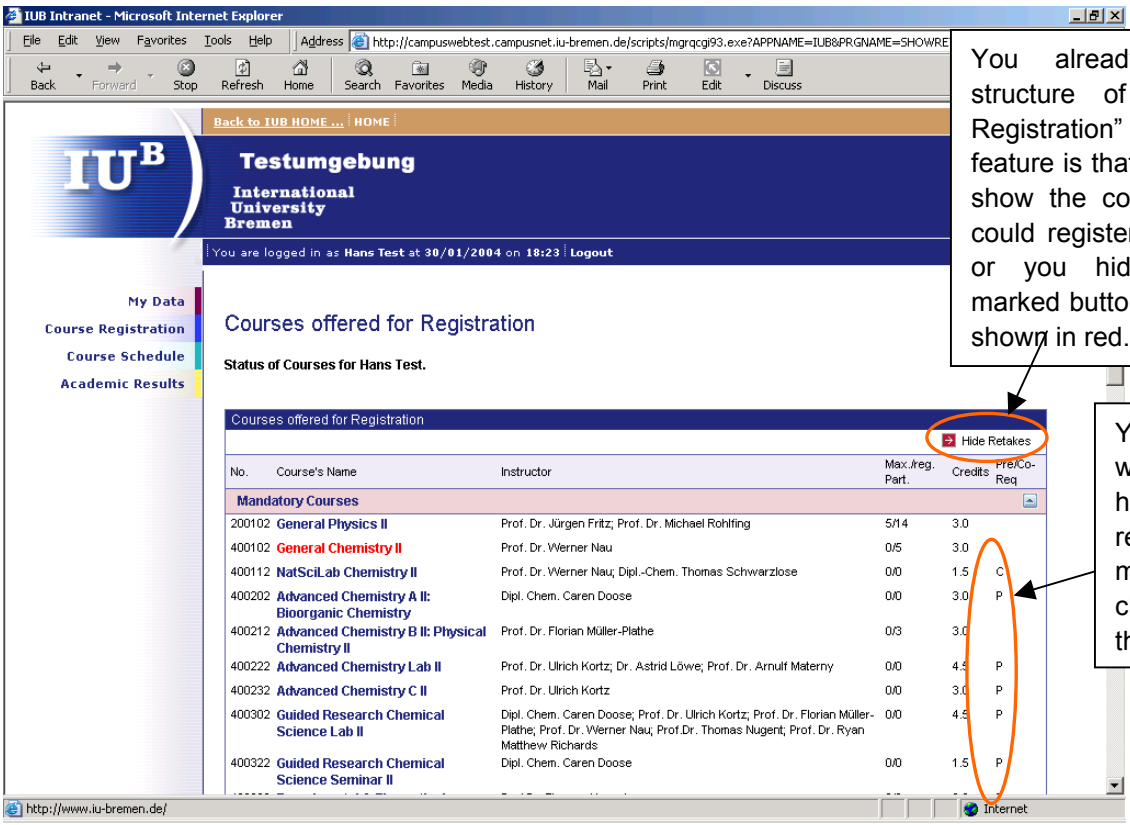
If students do not get their first choice of the section, they will receive bonus points. Those points will ensure that in later semesters the probability is higher that you are assigned to your first choice for a section of a course.

Your Course Registration Online



Under **Course Registration/ Course Registration** you can register for the courses for Spring 2004.
Under **Course Registration/ Registration Status** you can see the status of your course registration.

Course Registration



You already know the structure of the "Course Registration" link. Another feature is that you can either show the courses that you could register for as retake, or you hide them (see marked button). Retakes are shown in red.

You can see whether a course has a pre- or co-requisite. For more information click yourself into the course.

How can I register?

- Click yourself into the course.
- You can either register or register as audit for the course by just clicking on the respective link.
- After registering, the course will appear under your “pending registrations”.
- To cancel a registration, select the course under “pending registrations” and click on cancel registration.

How do I finish my registration?

- Just let the registration deadline expire. All “pending registrations” will be considered your registrations for the coming semester.
- You may also decide to finish your registration before the deadline. Go under “Course Registration/Registration Status”. Click on the phases offered there and go on “Release”. **Please note that this decision is final.**

How will my advisor approve my registration?

- Once you have closed your registration or it has been closed by the system because the registration deadline has expired, your advisor will receive a system message informing him that he can now look at your registrations. He may either accept or decline your registration.
- Make sure to talk to your advisor before registering for courses. He will need to approve your registration and has the option to decline any registration he does not like. (BTW: He may also decide to decline one of your registrations just to make sure that you come to talk to him, so better do it before…)
- Once your advisor has decided about your registrations, you will receive a message that he released the registration to the Registrar´s Office. You can see his decision under “Course Registration/Registration Status”. The registrations will **not** move to the section “approved registrations” or “rejected registrations”.

Why don´t my registrations appear under accepted registrations once they are approved by my advisor?

- The final approval of registrations is done by the Registrar´s Office. Only after the registrations are released by the staff there, the course will “move” to “accepted registrations” or “rejected registrations”.

What happens if I do not meet a pre- or co-requisite of the course I want to register for?

- The system will recognize that you do not meet the pre- or co-requisite required for a certain course. It will show you a list of the pre- or co-requisite(s) you do not meet.
- For missing co-requisites the system will offer you to register for the course that is the co-requisite you actually wanted to register for.
- The instructor of record may decide to allow you to take his course, although you do not meet the pre- or co-requisite. Under this condition you need the “Form – Application for Exemption from Pre- or Co-Requisite Requirement.” This form is available on the form server of the Registrar’s Office website at www.iu-bremen.de/registrar/.

What happens if I register for courses with conflicting class meeting times?

- It is not allowed to register for courses with conflicting class meeting times. In one of the very next updates the system will automatically check on this – so better make sure that you do not register for courses with conflicting times.

What happens if a course has maximum participant numbers

A few courses have maximum participant numbers. When registrations are approved by the Registrar´s Office, we check the following conditions:

1. All students who have this course as a mandatory course are registered first.
2. Secondly, students who registered as normal participants will be considered. Should the maximum number of students be exceeded, the system will randomly select the accepted students. Students who are rejected will receive bonus points, so that their chances increase to be registered for a course the next time there are maximum numbers to be considered.
3. Auditing students will be registered. Should the maximum number of students be exceeded, the system will randomly select the accepted students. Students who are rejected will receive bonus points, so that their chances increase to be registered for a course the next time there are maximum numbers to be considered.

Rumours: We have heard about rumours that for courses with max participant numbers there is a first-come-first-serve regulation. This is a rumour and not the truth. Only the regulations mentioned above apply.

Once my registration is submitted – how and when can I change it?

Once the registration time is over or you have released your registration, you will only be able to change it beginning one week before the end of the drop/add deadline. The process is as follows:

- You have approximately one week for registration in the beginning of the semester. After the deadline we will close the system. We will make sure to get your advisors´ approvals in and will distribute you to course sections and lab modules.
- About one week before the drop/add deadline, the system will reopen for drop/add.

You may ask yourself (and us) – Why can't I always change my course selection during drop/add period?

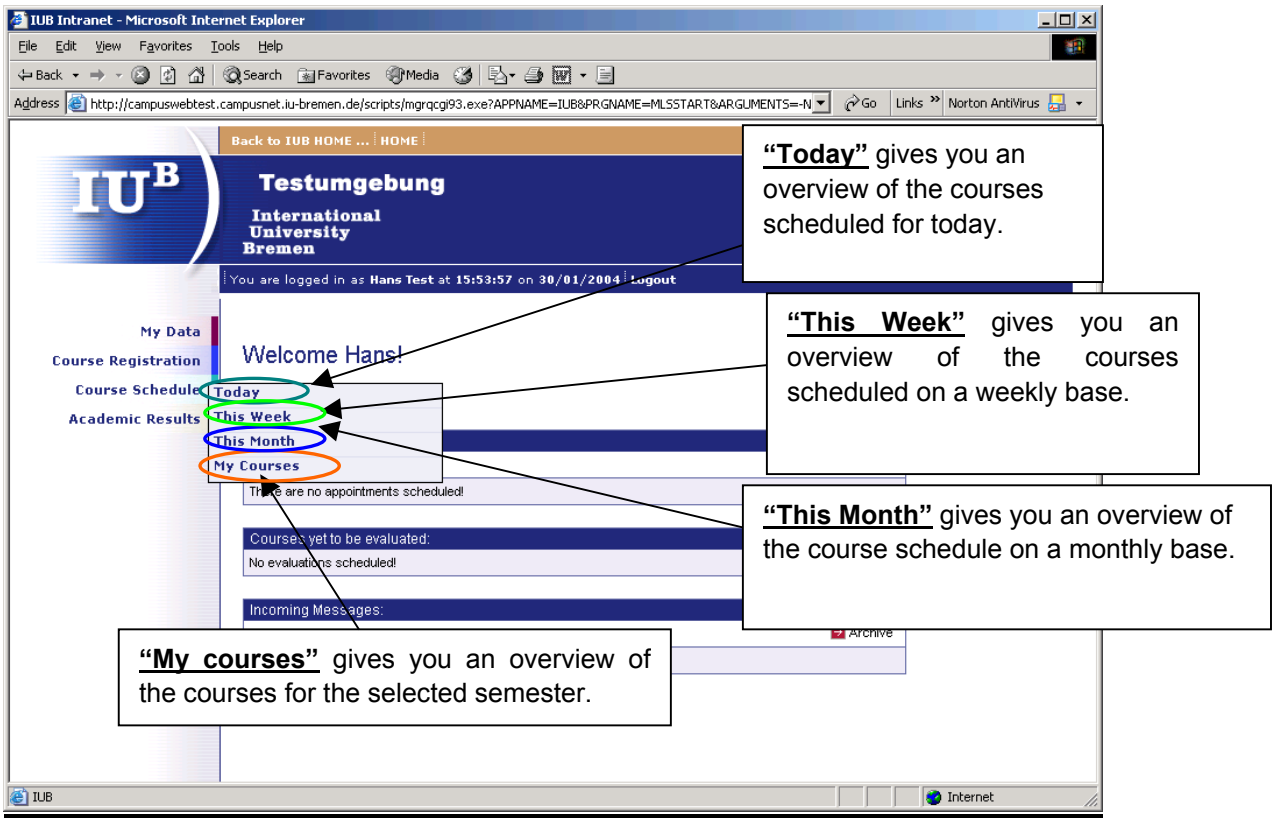
- We need a certain time without movements in the registrations to properly assign students to course sections and lab modules.
- Advisors get confused if they have to approve drop/adds over a period of three weeks. It is better to have registration changes come in for only one week – and to then make the necessary reassignments to sections and labs.

Of course you can change the actual participation in courses – you just need to remember your changes and need to officially hand them in during drop/add period.

How do I see what the level of the course is?

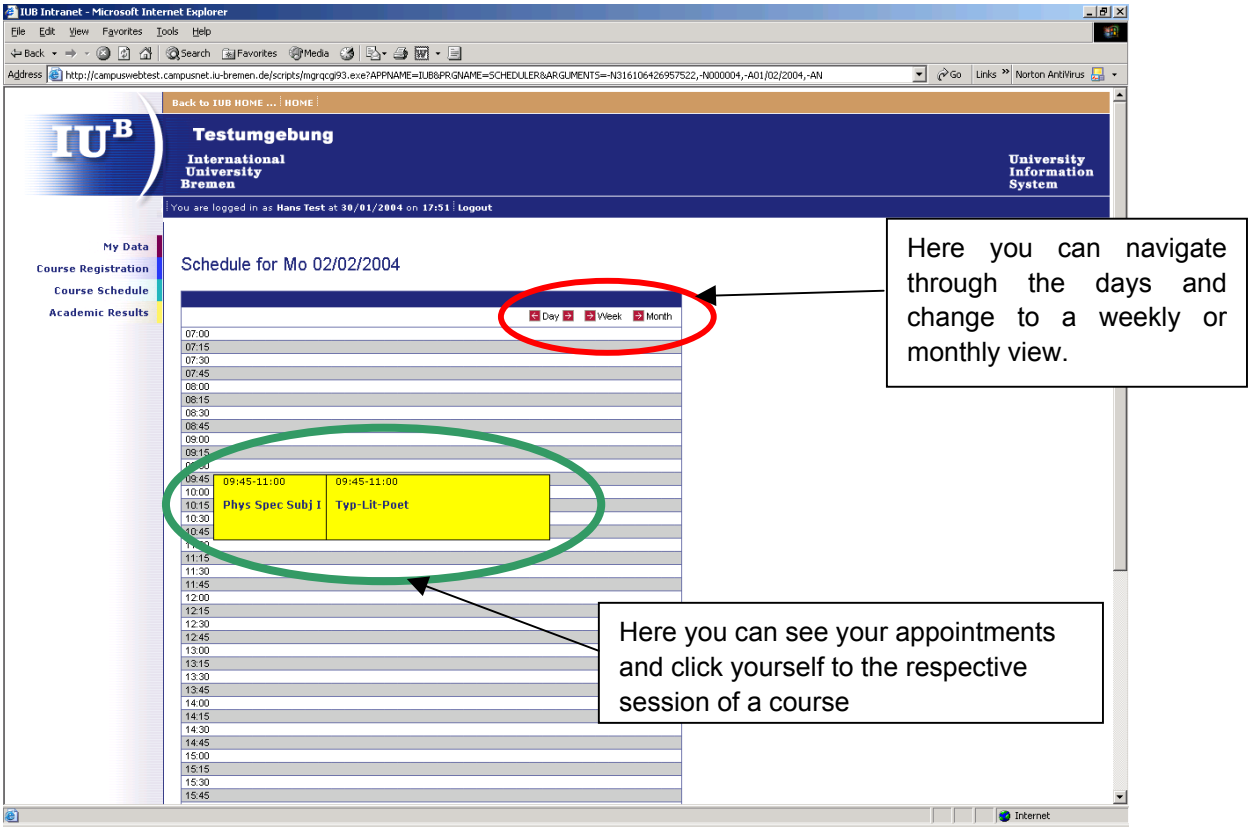
- We will soon have a field showing the year (=level) of a course. For this year, you can refer to the course number. The fourth digit shows the year of a course, e.g. 320202 – Fundamental Computer Science II is a second-year course.

Course Schedule


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
You are logged in as Hans Test at 15:53:57 on 30/01/2004 Logout
My Data
Course Registration
Course Schedule
Academic Results
Welcome Hans!
Today
This Week
This Month
My Courses
There are no appointments scheduled!
Courses yet to be evaluated:
No evaluations scheduled!
Incoming Messages:
Archive
"Today" gives you an overview of the courses scheduled for today.
"This Week" gives you an overview of the courses scheduled on a weekly base.
"This Month" gives you an overview of the course schedule on a monthly base.
"My courses" gives you an overview of the courses for the selected semester.

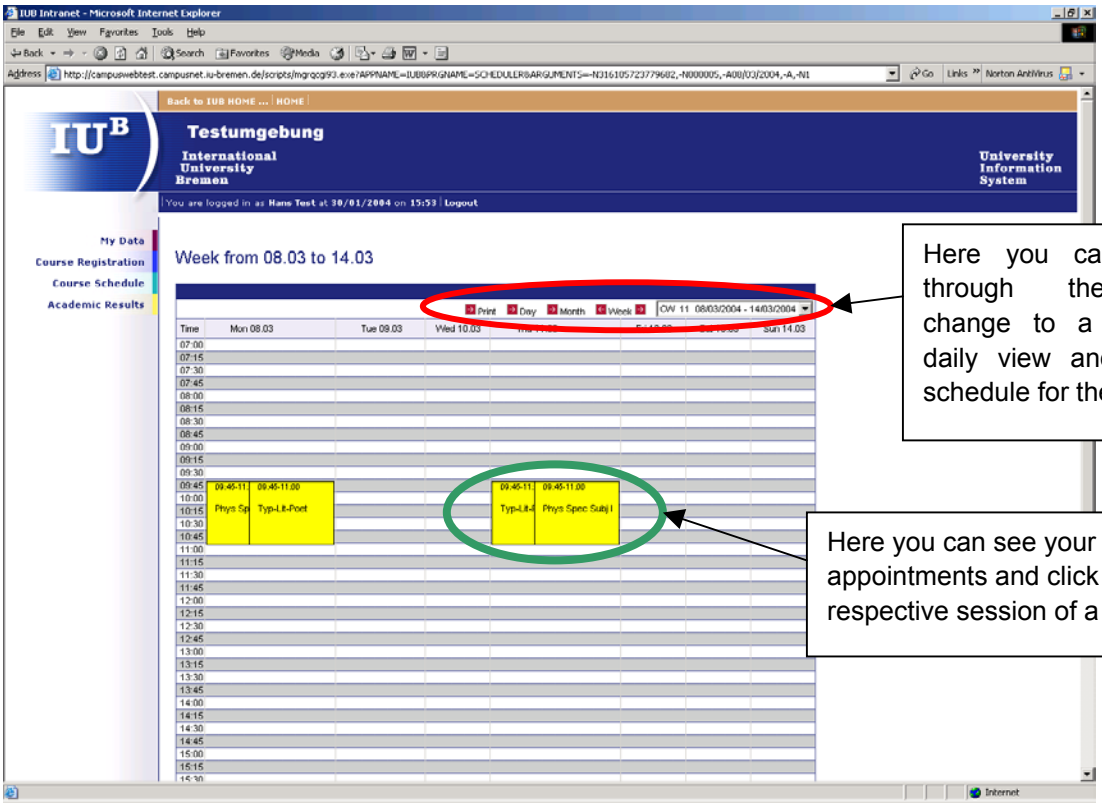
Today

Under the menue item "Today" you can find the course schedule for the current (or the selected) day.


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
University Information System
You are logged in as Hans Test at 30/01/2004 on 17:51 Logout
My Data
Course Registration
Course Schedule
Academic Results
Schedule for Mo 02/02/2004
Day
Week
Month
09:45-11:00
Phys Spec Subj I
09:45-11:00
Typ-Lit-Poet
Here you can navigate through the days and change to a weekly or monthly view.
Here you can see your appointments and click yourself to the respective session of a course

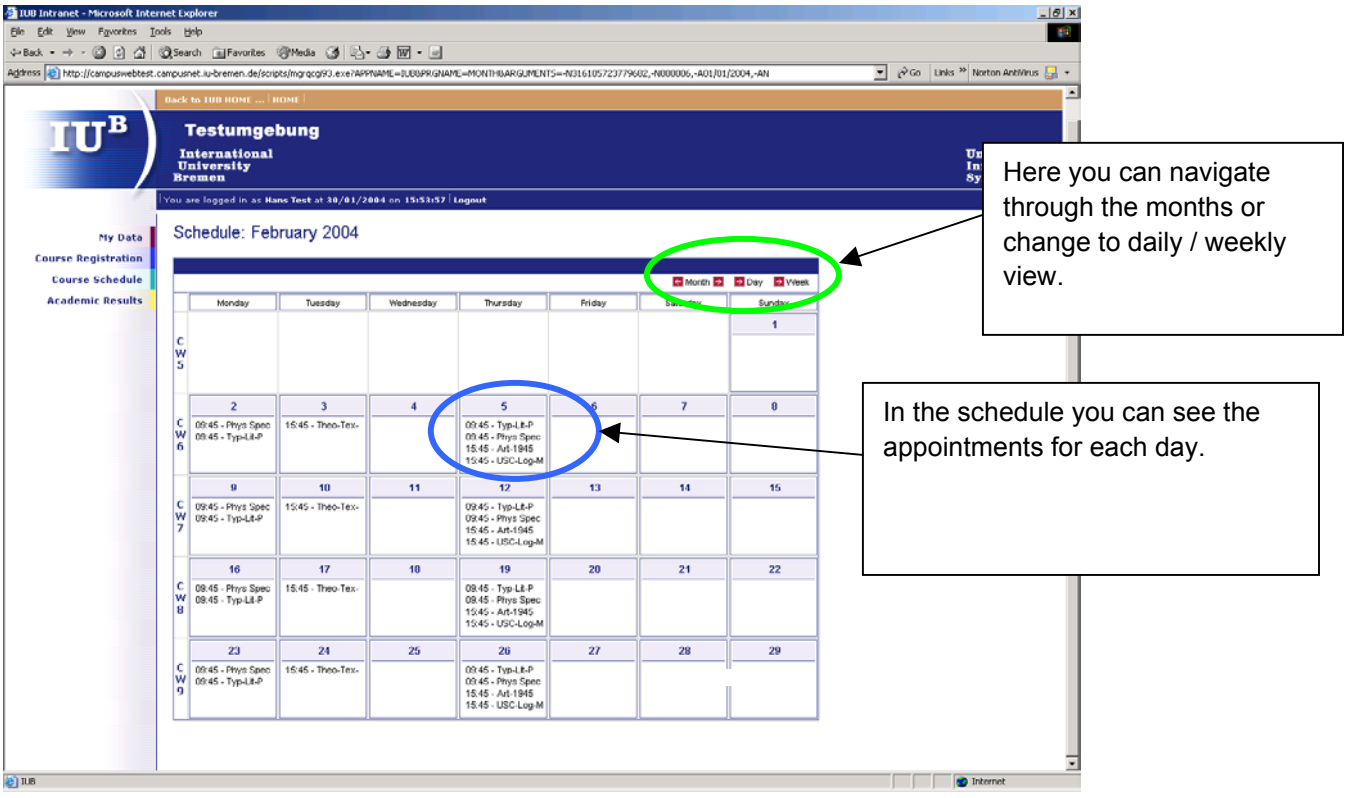
This Week

Under the menue item “This Week” you can find the course schedule for the current (or the selected) week.


Testumgebung
International University Bremen
University Information System
My Data
Course Registration
Course Schedule
Academic Results
Week from 08.03 to 14.03
Here you can navigate through the weeks, change to a weekly or daily view and print the schedule for the week.
Here you can see your appointments and click to the respective session of a course.

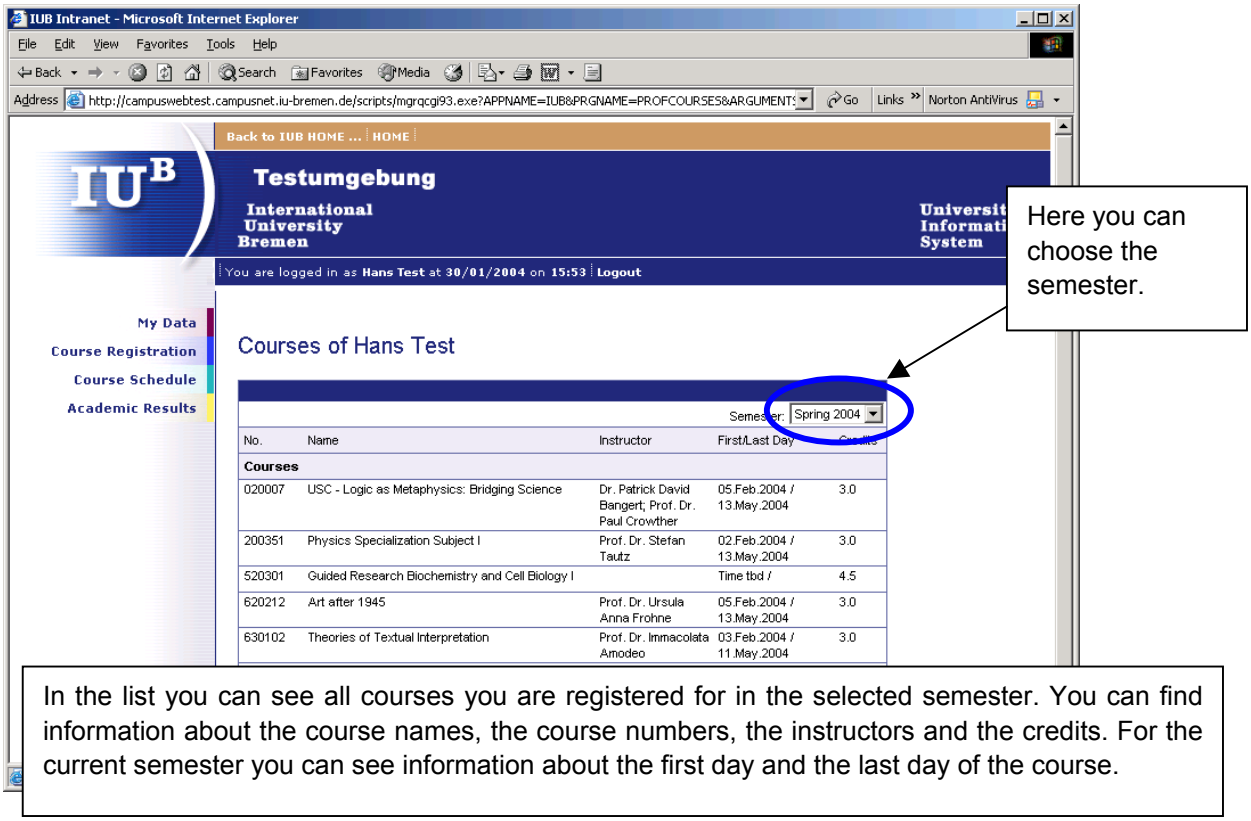
This Month

Under the menue item “This Month” you can find the course schedule for the current (or the selected) month.


Testumgebung
International University Bremen
My Data
Course Registration
Course Schedule
Academic Results
Schedule: February 2004
Here you can navigate through the months or change to daily / weekly view.
In the schedule you can see the appointments for each day.

My Courses

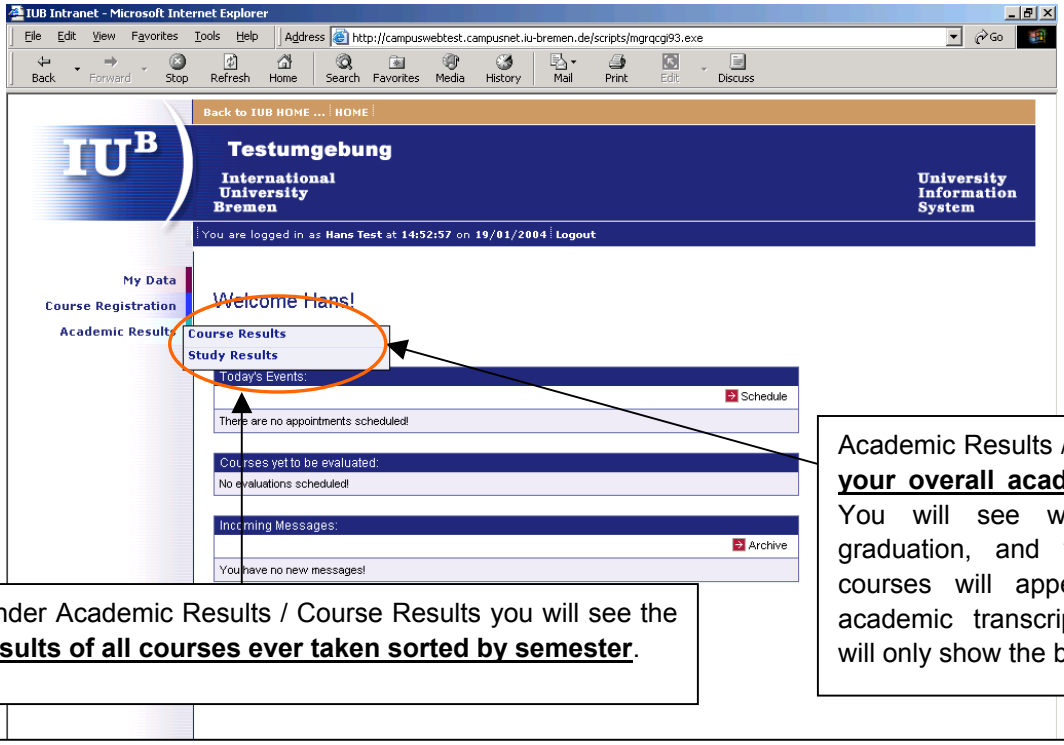
Under the menue item “My Courses” you will get the following information about your courses for the selected semester.


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
You are logged in as Hans Test at 30/01/2004 on 15:53 Logout
My Data
Course Registration
Course Schedule
Academic Results
Courses of Hans Test
Semester: Spring 2004
No. Name Instructor First/Last Day Credits
Courses
020007 USC - Logic as Metaphysics: Bridging Science Dr. Patrick David Bangert; Prof. Dr. Paul Crowther 05.Feb.2004 / 13.May.2004 3.0
200351 Physics Specialization Subject I Prof. Dr. Stefan Tautz 02.Feb.2004 / 13.May.2004 3.0
520301 Guided Research Biochemistry and Cell Biology I Time tbd / 4.5
620212 Art after 1945 Prof. Dr. Ursula Anna Frohne 05.Feb.2004 / 13.May.2004 3.0
630102 Theories of Textual Interpretation Prof. Dr. Immacolata Amodeo 03.Feb.2004 / 11.May.2004 3.0

Here you can choose the semester.

In the list you can see all courses you are registered for in the selected semester. You can find information about the course names, the course numbers, the instructors and the credits. For the current semester you can see information about the first day and the last day of the course.

Your Academic Results Online



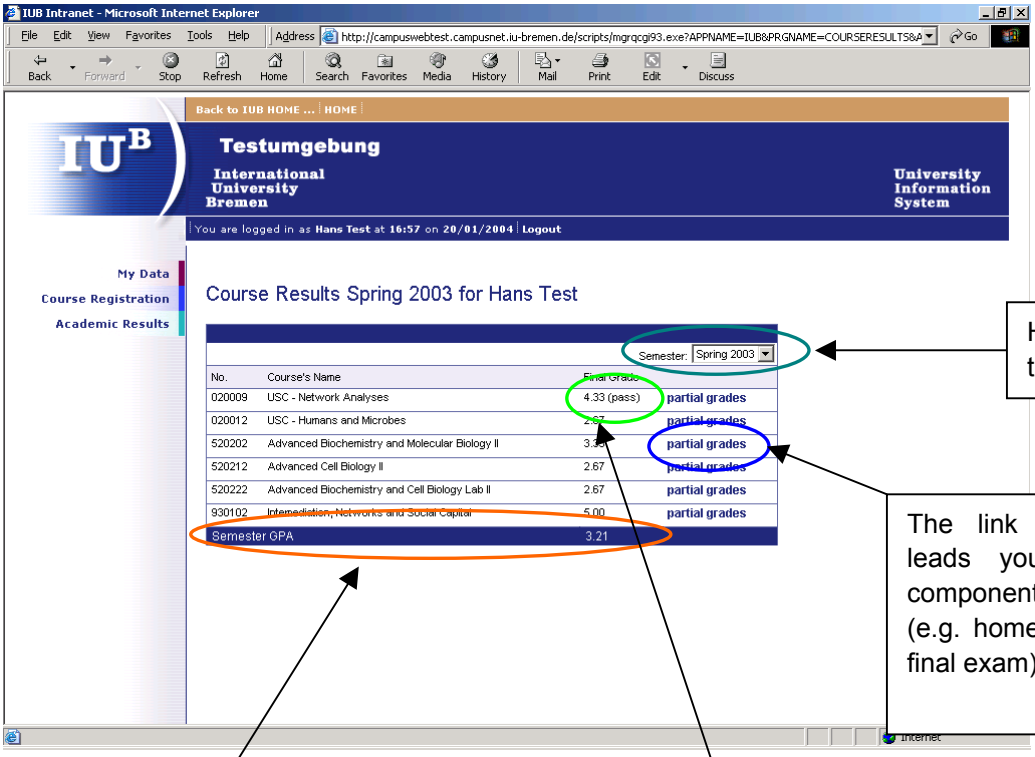
Under Academic Results / Course Results you will see the **results of all courses ever taken sorted by semester**.

Academic Results / Study Results shows **your overall academic achievements**. You will see what is missing for graduation, and you will see which courses will appear on your official academic transcript. Retaken courses will only show the better version here.

This is an old screenshot. As of some months, you can also find the link „**Exam Results**“ under „Academic Results“. As soon as parts of your final grade are released by the professor and the Registrar´s Office in the middle of the semester, you will see your individual exam grades, e.g. the grade for the recent midterm exam.

Course Results

Under Course Results, you can see the following screen:


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
University Information System
You are logged in as Hans Test at 16:57 on 20/01/2004 | Logout
My Data
Course Registration
Academic Results
Course Results Spring 2003 for Hans Test
Semester: Spring 2003
No. Course's Name Final Grade
020009 USC - Network Analyses 4.33 (pass) partial grades
020012 USC - Humans and Microbes partial grades
520202 Advanced Biochemistry and Molecular Biology II partial grades
520212 Advanced Cell Biology II 2.67 partial grades
520222 Advanced Biochemistry and Cell Biology Lab II 2.67 partial grades
930102 Intermediation, Networks and Social Capital 5.00 partial grades
Semester GPA 3.21

Here you can change the **semester**.

The link to "**partial grades**" leads you to the individual components of the final grade (e.g. homework, midterm exam, final exam).

The **Semester GPA** and the **semester credits** for the respective semester is listed.

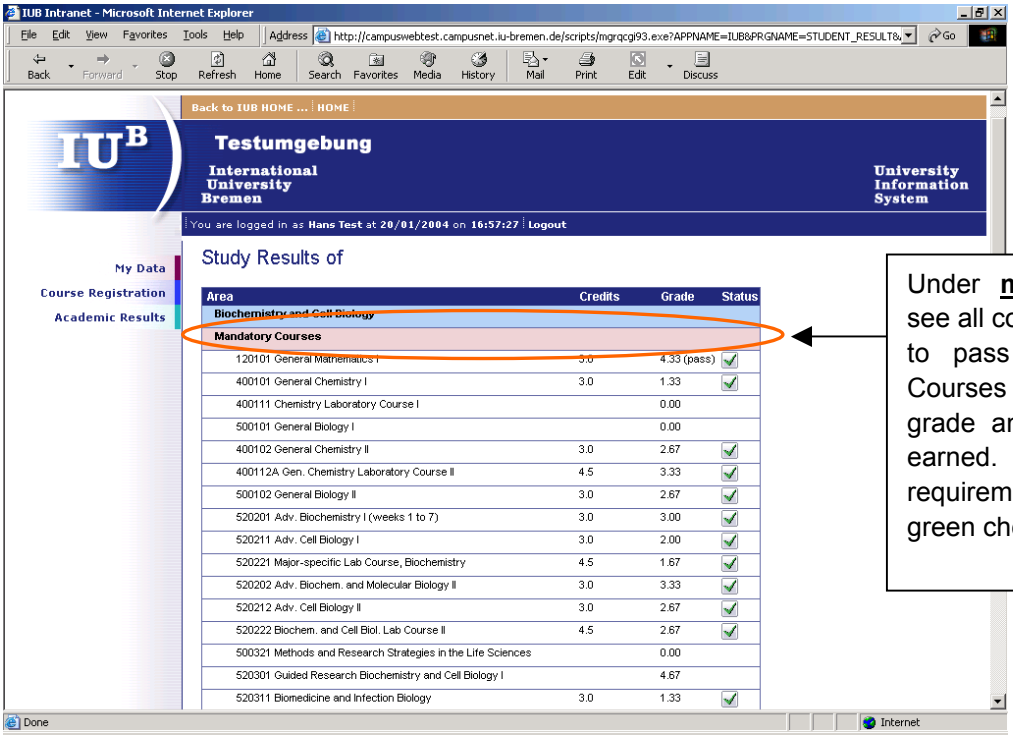
Courses with a **pass option** will show up with the grade and a "pass" in brackets behind the grade.

Transfer Credits and **Advanced Placement Credits** are not connected to a semester and do not show up under Course Results.

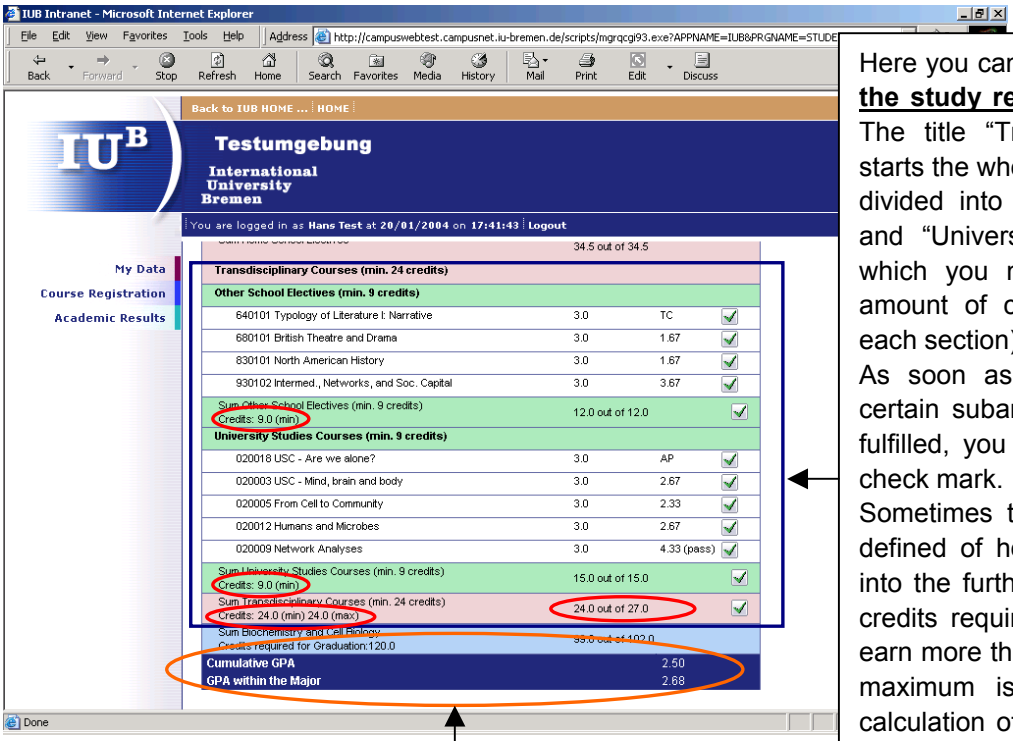
Study Results

Under Study Results you will get the following information:

- On the top of the table you see your current major.
- The table is structured according to your graduation requirements.


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
University Information System
You are logged in as Hans Test at 20/01/2004 on 16:57:27 Logout
My Data
Course Registration
Academic Results
Study Results of
Area | Credits | Grade | Status
Biochemistry and Cell Biology
Mandatory Courses
120101 General Mathematics I 3.0 4.33 (pass)
400101 General Chemistry I 3.0 1.33
400111 Chemistry Laboratory Course I 0.00
500101 General Biology I 0.00
400102 General Chemistry II 3.0 2.67
400112A Gen. Chemistry Laboratory Course II 4.5 3.33
500102 General Biology II 3.0 2.67
520201 Adv. Biochemistry I (weeks 1 to 7) 3.0 3.00
520211 Adv. Cell Biology I 3.0 2.00
520221 Major-specific Lab Course, Biochemistry 4.5 1.67
520202 Adv. Biochem. and Molecular Biology II 3.0 3.33
520212 Adv. Cell Biology II 3.0 2.67
520222 Biochem. and Cell Biol. Lab Course II 4.5 2.67
500321 Methods and Research Strategies in the Life Sciences 0.00
520301 Guided Research Biochemistry and Cell Biology I 4.67
520311 Biomedicine and Infection Biology 3.0 1.33

Under **mandatory courses** you see all courses listed that you have to pass in order to graduate. Courses already taken show the grade and – if passed – credits earned. Also, as sign that this requirement is fulfilled, you see the green check mark.


IUB Intranet - Microsoft Internet Explorer
Testumgebung
International University Bremen
You are logged in as Hans Test at 20/01/2004 on 17:41:43 Logout
My Data
Course Registration
Academic Results
34.5 out of 34.5
Transdisciplinary Courses (min. 24 credits)
Other School Electives (min. 9 credits)
640101 Typology of Literature I: Narrative 3.0 TC
680101 British Theatre and Drama 3.0 1.67
830101 North American History 3.0 1.67
930102 Intermed., Networks, and Soc. Capital 3.0 3.67
Sum Other School Electives (min. 9 credits) Credits: 9.0 (min) 12.0 out of 12.0
University Studies Courses (min. 9 credits)
020018 USC - Are we alone? 3.0 AP
020003 USC - Mind, brain and body 3.0 2.67
020005 From Cell to Community 3.0 2.33
020012 Humans and Microbes 3.0 2.67
020009 Network Analyses 3.0 4.33 (pass)
Sum University Studies Courses (min. 9 credits) Credits: 9.0 (min) 15.0 out of 15.0
Sum Transdisciplinary Courses (min. 24 credits) Credits: 24.0 (min) 24.0 (max) 24.0 out of 27.0
Sum Biochemistry and Cell Biology Credits required for Graduation:120.0
Cumulative GPA 2.50
GPA within the Major 2.68

Here you can see an **example of how the study result page is structured.** The title "Transdisciplinary Courses" starts the whole section. This section is divided into "Other School Electives" and "University Studies Courses" of which you need a certain minimum amount of credits (see sum line for each section).

As soon as the requirements for a certain subarea or the main area are fulfilled, you will again see the green check mark.

Sometimes there is also a maximum defined of how many credits may go into the further calculation of the total credits required for graduation. If you earn more than the maximum, only the maximum is taken into the further calculation of the total credits (e.g. 24 out of 27 for Transdisciplinary Courses). The last feature is only for the control how far you have come towards graduation. On your printed transcript, we will sum up all credits earned.

Cumulative GPA and **GPA within the major** are shown on the bottom of the study result table.

User Support

You may need support when using Campus.Net. First of all you may want to ask your fellow students for help. If they also cannot help you, we have organized a support email. During the normal working times you can reach us here:

Support Email Campus.Net
campus.net@iu-bremen.de

You may contact us for purely technical questions, but please also let us know any other concerns that you have. Some of them may be very easy to solve and for the others we will try to find the best and fastest solution possible.